

GENERAL SERVICES ADMINISTRATION

WASHINGTON, D.C. 20405

DD/S - 1817



Executive Registry

APR 28 1970

Honorable Richard Helms
Director, Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Helms:

For three days, May 26 through May 28, 1970, the General Services Administration will conduct a special conference for agency records management officers and their superiors. This conference is the ninth in a series of annual meetings which started in 1962. As in past years, the conference will cover subjects of prime importance to current and future Government-wide records management efforts.

The enclosed agenda describes briefly the subject matter to be covered. Ample opportunity will be provided during each session for open discussion by participants. Officials attending are urged to express their views and to present for group consideration any specific paperwork problems they may have.

We feel that the coverage and interest level of this year's conference will equal or exceed those of prior years. The sessions have been planned for the purpose of exploring the latest technology for information handling and techniques for reducing the volume of records. This meeting will provide an excellent opportunity for a critical examination of our objectives and efforts in the paperwork management field.

STATINTL

We hope that the Central Intelligence Agency will be represented at the conference. Because of their responsibilities for records management in your agency, we believe that Mr. Robert L. Bannerman and [REDACTED] would be interested in attending. If you would prefer to send different representatives, of course they will be welcome.

The conference site will be the Sea Scape Motel in Ocean City, Maryland. The only cost to your Agency will be the travel and per diem expenses of your representatives.

Sincerely,

Robert L. Kunzig
Robert L. Kunzig
Administrator

Enclosure

DDS/70-1912

Mr. Robert L. Kunzig
Administrator
General Services Administration
Washington, D. C. 20405

Dear Mr. Kunzig:

Thank you for your letter of April 28, 1970, to Mr. Hobbs inviting him to nominate [redacted] and me to represent the Agency at the annual conference for agency records management officers and their superiors.

I regret I will be unable to attend the conference. [redacted] however, are planning to represent the Agency during all three days of the conference.

We appreciate the opportunity to take part in these conferences each year, and I am sure ~~they will~~ ^{our representatives} find the agenda this year interesting and productive.

Sincerely,

R. L. Berman
Deputy Director
for Support

DDS/SSS [redacted] rf (7 May 1970)

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Re-written 12 May '70

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